



## ANNOUNCEMENT FOR PROMOTIONAL TESTING SENIOR SANITARY ENGINEER

Final Filing Date: **March 15, 2005**

Bulletin Release Date: March 1, 2005



HY60 -3822 5HA16

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** This is a promotional examination for the Department of Health Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Health Services. Under certain circumstances, other employees may be allowed to compete under provisions of [Rules 234, 235, and 235.2](#). State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

**HOW TO APPLY:** To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the Internet at [http://www.spb.ca.gov/employment/employment\\_app2.htm](http://www.spb.ca.gov/employment/employment_app2.htm) and at the department noted on this announcement. Applications may be filed in person or by mail with:

	<b>DEPARTMENT OF HEALTH SERVICES</b>	(916) 449-5631
	<b>DRINKING WATER PROGRAM</b>	
In Person:	1616 CAPITOL AVENUE	
By Mail:	MS 7400	
	PO BOX 997413	
	SACRAMENTO, CA 95899-7413	

### ***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**FINAL FILING DATE:** Applications must be submitted by **March 15, 2005**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

**SPECIAL TESTING INFORMATION:** If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

**EXAMINATION DATE:** It is anticipated that interviews will be held in April 2005.

**SALARY RANGES:** \$5,341 - \$6,490 per month.

**IDENTIFICATION REQUIREMENT:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**POSITION DESCRIPTION:** The Senior Sanitary Engineer either (1) supervises a district office of the State, (2) supervises a small group of engineers and other technical staff involved in major sanitary engineering projects, or (3) as a staff specialist, performs sensitive and complex sanitary engineering duties which are highly technical. The Senior Sanitary Engineer plans and assigns work, gives instructions, evaluates work performance and takes or recommends appropriate action; evaluates technical problems in sanitary engineering; conducts special studies and investigations of problems in the field of water supply and purification; supervises the investigation of complaints of unsanitary conditions and advises on the prevention and abatement; advises and consults with community leaders and groups, local health departments, and other interested parties on sanitary engineering projects and improvements; reviews and checks sanitary engineering designs; enforces the State sanitary engineering laws and regulations; gathers necessary information for court cases and gives expert testimony; addresses interested groups on sanitary engineering matters; prepares reports and correspondence.

Positions exist with the Department of Health Services statewide.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by March 15, 2005, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** Applications/resumes **MUST** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers. (Applicants who are not registered professional engineers will be admitted to the examination but they must secure the certificate of registration before they will be considered for appointment.) AND

Either I

Two years of experience performing the duties of an Associate Sanitary Engineer in the California state service.

Or II

Experience: Four years of increasingly responsible sanitary or public health engineering experience in the health department of a government agency, two years of which must have been comparable in type and level to that of an Associate Sanitary Engineer in the California state service. (Possession of a Doctoral Degree in Environmental, Sanitary or Chemical Engineering may be substituted for two years of the required general experience; possession of a Master's Degree in Environmental, Sanitary, or Chemical Engineering may be substituted for one year of the required general experience.) AND

Education: Equivalent to graduation from college with major work in sanitary, chemical, or environmental engineering; or civil engineering with an option in sanitary, environmental or water resources engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process. If a candidate's notice of oral interview fails to reach him/her before the date of the interview due to a verified postal error, he/she will be rescheduled upon written request.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**INTERVIEW SCOPE:** Emphasis in evaluating depth and breadth of experience and relative abilities, will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. Sanitary engineering principles and practices.
2. Water supply and water treatment processes.
3. Computer applications used for word processing and preparing spreadsheets.
4. Sanitary engineering design and construction.
5. State and federal laws pertaining to public health engineering in California.
6. Principles and techniques of personnel management and supervision.
7. Departmental administrative procedures.
8. Supervisor's role in promoting equal employment opportunity in hiring, development, and promotion of employees and for maintaining a safe work environment, which is free of discrimination and harassment.

**Ability to:**

1. Interpret state and federal laws pertaining to public health engineering in California.
2. Define and develop administrative procedures in order to implement and enforce applicable laws.
3. Review, check, and interpret major sanitary engineering plans, calculations, and other engineering specifications.
4. Plan, direct, and evaluate the work of others.
5. Organize material clearly and comprehensively to prepare reports, summaries, and correspondence.
6. Prepare and present oral presentations with visual aides.
7. Analyze situations accurately and adopt an effective course of action.
8. Effectively promote equal opportunity in employment and maintain a work environment, which is free of discrimination and harassment.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. All successful candidates will be ranked according to their final scores. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

**VETERANS PREFERENCE:** Veterans' preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI From TDD: 1-800-735-2929      MCI From Voice Telephone: 1-800-735-2922  
Sprint From TDD: 1-888-877-5378      Sprint From Voice Telephone: 1-888-877-5379